

## **Sunningdale Village Hall AGM**

Minutes from meeting on Thursday 18 May 2017 at 7.00pm

### **Present:**

Robin Booth (Chairman and Trustee))  
Rosemarie Nash (Trustee)  
Stephen Hall (Trustee)  
Anthony Hatch Trustee)  
Aileen Boaler (Chair of Operations)  
Carol Elsasser (Marketing Manager)

### **Apologies:**

Rebecca Graves (Secretary)  
Gemma Smith (Bookings Manager)  
Claire Grosvenor (Treasurer)  
Sharon Thompson (Pre-School)  
Christine Gadd  
Anne-Catherine Buxton (Sunningdale Parish Council)  
Helena Redpath  
Rogan Hounsell-Roberts (Holy Trinity Church)

### **1. Welcome and Introductions**

Robin Booth welcomed those present.

### **2. Apologies for Absence.**

The apologies for absence were noted.

### **3. Minutes of the last AGM held on 30 August 2016**

The minutes had been circulated following approval by the Trustees, no further comments had been received so they were duly noted as a true record of the meeting and signed by the Chairman.

### **4. Matters Arising**

The Chairman noted that the Constitution had been filed with the Charity Commission and formal confirmation of their acceptance of it was awaited from them.

### **5. Reports of Activities**

#### **a) Report by the Chair of Operations – Aileen Boaler**

She noted that Sunningdale Village Hall only operates so well due to the Villages Venues team: Carol Elsasser who looks after Marketing, Claire Grosvenor, volunteer Treasurer and Gemma Smith Bookings Manager; without their hard work it really wouldn't be possible to offer such a lovely facility and service to the community.

She thanked Alexis Wolfe, who was Booking Manager until she left in October last year to pursue her love of writing, noting it was sad to see her go but also exciting as now Gemma has taken over from her. She noted that the Hall had always been very lucky in its recruitment for the bookings manager role, and this time was no exception. Gemma had been a breath of fresh air and had revamped the little office within days of arriving! She is another person who goes above and beyond in her role - keeping all our hirers happy and the hall fit for use which is a time consuming busy job! We hope that she will enjoy being with us.

She noted that the hall has had a few changes of classes over the year, those that had been successful had built up their classes through their own marketing in addition to that in the VV magazine, website and Facebook. The hall remained busy in 2016 with regular and one-off hirers. A few new classes have started including Yoga for Men and Adult Tap.

The main hall floor and stage were renovated with the money raised by the Hope Trust and we thank them for their generosity.

In addition, disabled fire escape key boxes have been put in place and new guttering above the decking area of the Small Hall, a new hob and lighting in the main hall kitchen have also been completed during this year.

Robin Booth thanked Aileen for all her hard work and the tremendous job she did, noting she was a lynch pin of the whole operation and currently all provided on a voluntary basis to which the Trustees were all most grateful.

## **b) Report of the Treasurer**

In the absence of the Treasurer, Aileen Boaler read the report.

The Unaudited accounts had been approved by the Trustees on 23 March 2017. Copies of the full accounts are available for viewing at the AGM.

Headlines were: Income was significantly up on the previous year by over £4,600 and this was largely due to a very generous donation of £3,033 by The Hope Trust. Although the number of hirers and utilization of the hall has remained satisfactory, hirer income from regular hirers was slightly down with income from one-off bookings well up. Expenditure remained similar to last year. The Hope Trust donation was used to refurbish the main hall floor and stage.

The charity's reserves at the end of the year, all of which are unrestricted, amounted to £30,747.

The Trustees have reviewed their reserves policy which is to maintain reserves at a minimum of £15,000 (previously £5,000), this being approximately 6 months running expenditure and is in addition to any reserves designated for specific purposes.

The Trustees have designated £12,000 for the possible need to redecorate the interior and exterior of the hall at the end of the current lease.

Robin Booth asked if those present were happy to receive the accounts. They were proposed by Robin Booth and seconded by Steve Hall, all present agreed them.

### **c) Report from Sunningdale Pre-School**

In the absence of Sharon Thompson, Aileen Boaler read the report.

Pre-School continues to be very busy with a healthy waiting list for the coming academic year and beyond.

Afterschool Club has continued to increase in numbers year on year. The use of the large Hall on Wednesday between 3.15 and 4.30 has been very useful and they foresee this being a regular booking, possibly adding additional days for the Autumn term if this is possible.

Parking has been an on-going issue, however with the support of Holy Trinity School this now seems to be under control. Mrs Lawson (Holy Trinity School Secretary) will put information about parking in the welcome packs to new children starting in September and Pre-School continues to do regular termly reminders to parents not to use the car park unless they are dropping children at Pre-School or using the Hall.

Replacing the guttering around the decking has solved the 'flow' of rainwater. Jason from Burley Landscapes who did this work also cleaned the decking. He noted that the raised bed was rotten as a result of rain cascading over the guttering and will need to be replaced in the near future.

The trees continue to grow and with the Trustees agreement Pre-School will seek advice on the appropriate time to trim them back.

The car park fencing has been in place for 5 years and Pre-School are not aware it has been treated, they suggested it might be prudent to action this.

Pre-School staff will be decorating the small hall, cloakroom area, toilets and kitchen over the summer holidays.

Pre-School wished to install a removable triangular sail by Sovereign Design Play to create shade in the garden area. This would require 3 fixed anchor points on wooden posts for which they sought the Trustees' approval. When in place the sail would not be above the height of the fence.

The Trustees agreed to consider these suggestions at their next meeting.

## **6. Future Plans**

Robin Booth noted that the Trustees had just renewed the 2 year contract for the office space at the Pavilion with the Parish Council however they would need to consider longer term options.

He noted that the Trustees were looking at increasing the use of the Hall outside term time and more promotion via social media, thus trying to explore all options for increasing income rather than putting up hire rates.

The Budget set for 2017 was conservative with no capacity to do all that the Trustees would like to do in particular they would like to remunerate the current voluntary help and to build up reserves.

Rosemarie Nash noted that the kitchen required refurbishment and Aileen Boaler noted that Pre-School had raised several improvement points in their Report.

## **7. Trustee Nominations**

Robin Booth noted that all the existing Trustees had been re-nominated by their respective bodies however he noted that Steve Hall's nomination would be reviewed once the new vicar of Holy Trinity arrived in the Summer.

The Chair thanked all the Trustees for their continuing hard work.

## **8. Any Other Business**

No matters were raised.

The meeting concluded at 7.22 pm.